

BRISTOL LADIES UNION FOOTBALL CLUB

CLUB CONSTITUTION AND RULES

1 Name

The Club shall be known as Bristol Ladies Union Football Club (hereinafter referred to as 'The club')

2 Aims & Objectives

To promote, encourage and develop soccer skills and sportsmanship amongst girls and ladies and to provide organized competitive and non-competitive football for members in the manner thought to be appropriate by the Management Committee.

3 Affiliation

The club shall be affiliated to the Gloucestershire Football Association and will be bound by the rules and regulations of the Football Association through its nominated local bodies.

4 Membership

- a) Playing Membership - Playing Membership shall be open to anyone within the respective age groups organized by the Club and subject to invitation by the relevant Team Manager.
- b) Non Playing Membership - Non-playing membership shall be granted automatically to the Parents and Guardians of all Playing Members, all Managers, Coaches, Officers and any other person voted in by the General Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register, which shall be maintained by the Records and Registration Secretary.
- c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

5 Fees And Subscriptions

- a) The club will charge a subscription in accordance with the policy on subscriptions.
- b) The annual level of subscriptions for the forthcoming season will be agreed at the annual general meeting.

6 Governing Body

The Club shall be governed by the General Club Committee, who shall delegate governing powers as they see fit to a Management Committee and according to the Club Rules.

The General Committee will consist of the following members:

- a) The Management Committee
- b) All Team Managers or his/her nominated Assistant Manager for each team.
- c) Honorary Life Vice President

The Management Committee will consist of the following annually elected Officers and Members:

Officers - Chair
Vice Chair
Club Secretary
Treasurer
Records and Registrations Secretary
Child Welfare Officer
Volunteer Co-ordinator
Members - 3 elected from the General Committee Members

No individual may hold more than two positions at any one point in time.

7 Club Meetings

- a) Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting.
- b) If a member of the Management Committee has more than one role, the member is only entitled to one vote.
- c) The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
- d) Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice-Chairman, Club secretary and treasurer.
- e) The quorum for the transaction of business of the Management Committee shall be three.
- f) Any vacancy on the Management Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Management Committee members and approved by a simple majority of the remaining Management Committee members.
- g) The Management Committee has the right to make recommendations each year to the Annual General Meeting a level of subscriptions for the forthcoming season.

8 Governing Powers

The Management Committee will be responsible for the following :

- a) Ensuring the club is run in accordance with stated constitution and rules
- b) Opening and maintaining a bank account
- c) Setting out and implementing the development plans for the club
- d) Ensuring the growth of the club and for developing the progression of the players
- e) Overseeing the financial wellbeing of the club
- f) Ensuring compliance with all legal and regulatory affairs
- g) Dealing with the club discipline
- h) Overseeing the playing affairs of the club

Any other matter which the General Committee ask them to deal with

9 Annual General Meeting

- a) The club will hold an AGM at the end of each season to:
 - receive a report of the activities of the Club over the previous year
 - receive a report of the Club's finances over the previous year
 - consider the management committee's proposals regarding fees for the forthcoming season
 - elect the Club Officers
- b) The AGM will be publicised by the Club Secretary at least 28 days in advance.
- c) Alterations or amendments to the Club Constitution or rules can only be made at the AGM. Any proposed amendments shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 14 days before the AGM. The proposition will be placed before all members present at the AGM, along with the recommendation of the Management Committee.
- d) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by a proposer and an independent seconder, both of whom must be existing

members of the Club at the date of proposal, to the Club Secretary not less than 14 full days before the AGM.

- e) A copy of the statement of accounts and agenda shall be made available, on request, at least 7 days prior to the meeting.
- f) Meetings of the AGM shall be chaired by the Chairman or in their absence the Vice-Chairman, Club secretary or Treasurer.
- g) Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- h) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
- i) Each Club Officer shall hold office from the date of appointment until the next AGM ("AGM").
- j) An outgoing member of the Management Committee has the right to stand for re-election.

10 Extraordinary General Meetings

- a) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions that are to be proposed.
- b) (b) Business at an EGM may be any business that may be transacted at an AGM.
- c) Meetings of the EGM shall be chaired by the Chairman or in their absence the Vice-Chairman, Club secretary or Treasurer.
- d) Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- e) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11 Alterations To The Constitution

- a) Alterations or amendments to the Club Constitution or rules can only be made at the Annual General Meeting or a specially convened Extraordinary General Meeting.
- b) Any proposition to alter or amend the rules of the Club must be received in writing by the Club Secretary 14 days prior to the relevant General Meeting.
- c) The proposition will be placed before all members present at the relevant General Meeting, along with the recommendation of the Management Committee.
- d) Members will then have the right to vote on the proposition and a simple majority will be sufficient to decide the issue.
- e) In the event of a tie, the Club Chairman will have a casting vote.

12 Child Protection Policy

The Club shall adopt and actively use a Child Welfare Policy. This will be the sole responsibility of the Club's Child Welfare Officer.

13 Dissolution

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

- c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, Bristol University, the Parent County Association or The FA for use by them for related community sports.

14 Status

These rules form an integral part of the governing documents of the club. They form a binding agreement between each member and the club.

15 Home Base

The club will be based at the Coombe Dingle Sports Complex, including Stoke Lodge playing fields, which is where the club will play its home matches.

16 Club Colours

The club colours will be blue shirts, blue shorts and blue socks.

17 Compliance With FA Policies

The Club will abide by The FA's Child Protection Policies and Procedures, Codes of Conduct, the Equal Opportunities and Anti-Discrimination Policy, and any other directive as is issued by the FA, as shall be in place from time to time.

18 Team Managers And Assistants

The club requires all team managers and their assistant to have attained a minimum of the FA level one coaching badge. The club will pay for the managers and their assistant to achieve this qualification. If a manager or assistant joins the club without the level 1 coaching badge, the club will arrange for the manager or assistant to attend the first available course.

In accordance with FA regulations, all managers and their assistant will have to be CRB checked in accordance with the FA requirements.

The club secretary will be required to retain copies of all the coaching certificates and CRB checks within the club records.

19 Team And Squad Issues

The Club will focus on skills development, player enjoyment and inclusivity for all. For U8s and U9s there will be weekly coaching sessions which will include small-sided matches against other teams on a friendly, informal basis. At U10s, it is entirely at the discretion of the players, parents and coaches of that year group whether they enter into a competitive league environment or remain playing on a friendly basis. For U11s to Seniors, all teams will enter into an appropriate competitive league.

There will be no restriction on numbers in each year group other than those required by the relevant leagues. Each manager and their assistant should only have the maximum number of players they can safely work with. Each manager will have total discretion on who they invite to join their squad, bearing in mind the club's aims and objectives. The joining into a squad constitutes the start of the club membership.

20 Insurance

The club will ensure that it is covered with an adequate level of public liability insurance and all other relevant insurances to protect the players.

21 Resignation And Expulsion

- a) A member whose subscriptions are more than two (2) months in arrears shall be deemed to have resigned.
- b) A member who has a shortfall in subs will not be allowed to re-register for the club until the shortfall has been made up.

- c) The Management Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made in writing to the Club Committee.
- d) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").